



Educator Performance and Support System (EPSS): Completing the End-of-Year Evaluation Components - A Guide for Evaluators using the RI Teacher Model

This document provides an overview of how to complete the end-of-year evaluation components in the EPSS for Evaluators using the Rhode Island Teacher Evaluation Model. The following key processes are described:

- Scoring the Student Learning Objectives
- Entering Final Professional Foundations Scores
- Reviewing and Finalizing the Final Effectiveness Rating Report

Scoring the Student Learning Objectives

The following steps describe how Evaluators will complete the SLO Scoring form. Please note that the Teacher being evaluated should be advised to update their SLO results and upload any associated artifacts before the SLOs are scored. For additional information for teachers about how Teachers to update their SLOs, refer to the “Updating Student Learning Objective Results” Guide posted on the EPSS section of the RIDE website.

Step 1: On the “My Caseload” tab, in the Teacher’s Evaluation Profile, open the Student Learning Objectives component. You will see two forms: the Student Learning Objectives Approval form and the SLO Scoring form. Open the SLO Scoring form.

Component Name	Progress	Status		
Beginning-of-Year (Teacher)	0 of 3	Incomplete		
Student Learning Objectives	0 of 2	Incomplete		

Element Name	Schedule/Assigned Admin	Status		
Student Learning Objectives	Unassigned	Incomplete		
SLO Scoring Form	Unassigned	Incomplete		

Step 2: When the SLO Scoring form opens, it will display the following:

- In a table at the top of the form, you will see a list of all electronic files that the Teacher being evaluated has uploaded as SLO evidence. You can click on the File icon in the column on the far right to open any file the Teacher has uploaded.

SLO Scoring Form

User Information

Name: Shoba Annavarjula (472)
Building: None
Grade: None
Saved By: N/A
Finalized By: N/A


Title:
Department: None
Evaluation Type: Teacher
Date Completed: Incomplete
Date Acknowledged: Unacknowledged
Evaluation Cycle: 07/01/2012 - 06/30/2013

For more information about scoring Student Learning Objectives, visit the [Rhode Island Model Teacher Evaluation & Support System Edition II Guidebook](#) (click to launch).

Name	Type	Category	Rubric Alignment	Component Alignment	Date Uploaded	
Dept. Roster Analysis 9.25.12	Other	Student Learning Objective			10/31/2012	

- For any SLO that was completed in the EPSS that has a status of “Acceptable”, the following fields from the form will automatically display on the SLO Scoring form: SLO Title, Objective Statement, Targets, Results and Summary Statement. It will also include a link to the full SLO form labeled “view”

All of these details pull from the SLO form and cannot be edited



Student Learning Objective #1

Title:
 [View](#)

Objective: By the end of the school year, all students will be able to...

Targets:

- 1 As a first target, my students will be able to...
- 2 And for my second target, I aim to...

Results: these were my results. As of June, I'm now seeing that...

Summary: In conclusion, this proved to be a....

- Note: If the Teacher completed one or more SLOs in the EPSS that do not currently have a status of “Acceptable”, the SLO Scoring Form will not display them. In this case- where there are SLOs detected in the EPSS with a status other than “Acceptable”- a pop-up alert and note will appear on the SLO scoring form (see below). If you are seeing this note, review the SLO Approval form and individual SLOs to resolve issues and/or reset the “Acceptance” status if appropriate.

Name	Type	Category	Rubric Alignment	Component Alignment	Date Uploaded
<p>This individual appears to have saved at least one SLO within EPSS, but its current approval state is preventing it from appearing automatically below. Please approve this user's SLO(s) before proceeding. Contact EPSS Support if you require further assistance.</p>					
Student Learning Objective #1					

- If none of the Teacher’s SLOs were completed in the EPSS, the SLO scoring form will display only a blank, editable “Title” field only that needs to be completed. It will not display the Targets, Results and Summary fields. You will have space on the form enter scores for up to 4 SLOs.

Student Learning Objective #1

Title:

Score:

Step 3: Enter a score for each of the SLOs by selecting the appropriate radio button. The notes field below the score choices is optional. The SLO Scoring form requires a score for any SLO that is displaying on the page and/or that has been added before it can be submitted.

Student Learning Objective #1

Title:

Algebra end-of-course assessments

View

Objective: Increase the pass rate on Algebra I end-of-course assessments.

Targets:

1

90% of students (220) will pass (receive a score of 70% or higher) the district comprehensive end-of-course assessment for Algebra I.

2

90% of students (220) will score proficient on 7 out of 8 PBGR performance tasks (receive a score of 4 or higher on the district performance task rubric) corresponding to the domains within the CCSS for our Algebra I course.

3

Any student that does not pass Algebra I will enroll in one of three opportunities to earn credit.

Results: These are my results as of the end of May 2013....

Summary: This is my summary statement as of the end of May 2013...

Score:

Clear

☐ EXCEEDED - This category applies when all or most students met the target(s) and many students exceeded the target(s). For example, exceeding the target(s) by a few points, a few percentage points, or a few students would not qualify a Student Learning Objective for this category. This category should only be selected when a substantial number of students surpassed the overall level of attainment established by the targets.

☒ MET - This category applies when all or almost all students met the target(s). Results within a few points, a few percentage points, or a few students on either side of the target(s) should be considered "Met." The bar for this category should be high and it should only be selected when it is clear that the students met the overall level of attainment established by the target(s).

☐ NEARLY MET - This category applies when many students met the target(s), but the target(s) was missed by more than a few points, a few percentage points, or a few students. This category should be selected when it is clear that students fell just short of the level of attainment established by the target(s).

☐ NOT MET - This category applies when the results do not fit the description of what it means to have "Nearly Met". If a substantial proportion of students did not meet the target(s), the Student Learning Objective was not met. This category also applies when results are missing, incomplete or unreliable.

Notes (Optional):

abc

B

I

U

A

A

This is where to type additional notes about the SLO score....

Step 4: To save the information entered without finalizing it, use the Save or Save and Notify button. Save and Notify allows one evaluator to send an email to another evaluator with access to view the form. When all applicable scores and notes (if applicable) are entered, Submitting the form will allow the Teacher being evaluated to view the form and acknowledge it.

Educator Acknowledgement

(To be completed by the teacher)

I have read this form and have had an opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent electronic signature. My signature does not signify agreement or disagreement.

Submit

Save

Save & Notify

Reset

Print

Comment

Submit the SLO Scoring form when it is ready to be shared electronically with the teacher

Step 5: After the form has been acknowledged by the Teacher, finalize the form in the “My Caseload” tab by clicking the thumbs up to the right of the form. The status will change to “Complete”

Student Learning Objecti...

1 of 2

In Progress

Element Name	Schedule/Assigned Admin	Status			
Student Learning Objectives...	Robinson, Greg	Awaiting Ackno...			
SLO Scoring Form for BAs	Robinson, Greg	Complete			

Entering Final Professional Foundations Scores

In order to finalize the Professional Foundations scores in the EPSS, the Evaluator will complete and finalize the Professional Foundations Notes form. Here is how:

Step 1: Open the Professional Foundations component in the “My Caseload” tab for the Teacher and click on the “Professional Foundations Notes” Form icon

Name	Evaluation Type	Evaluation Period	Progress	Status
Correll, Juliet	Teacher	07/01/2012-06/30/2013	0 of 13	In Progress
Juarez, Dr	Building Administrator	07/01/2012-06/30/2013	0 of 9	In Progress

Component	Progress	Status
Classroom Observation #3	0 of 1	In Progress
Professional Foundations	0 of 1	Incomplete
Teacher Professional Found...	Unassigned	Incomplete
Mid-Year (Teacher)	0 of 1	Incomplete

Step 2: For each Professional Foundations component, select a score by clicking the applicable square in the rubric

Component	(3)	(2)	(1)
PF1: Understands and participates in school/district-based initiatives and activities	The teacher plays a leading role in the development or management of district and school initiatives and/or activities inside and outside of the classroom as well as those within the professional community of educators. The teacher has an awareness of the initiatives and activities led by his/her colleagues and support their work.	The teacher participates or has participated in the development or management of district and school initiatives and/or activities inside and outside of the classroom as well as those within the professional community of educators. The teacher has an awareness of the initiatives and activities led by his/her colleagues and supports their work.	The teacher does not demonstrate awareness of district or school initiatives and activities. The educator avoids participating in one or more activity or initiative and does not demonstrate supportive behavior toward the work of his/her colleagues.

Step 3: For each Professional Foundations Domain, enter text in the “Rationale captured prior to mid-year conference” and the “Rationale captured AFTER mid-year conference” fields (both fields are required). Note- the information typed into the “Rationale captured prior to mid-year conference” field also populates the Mid-Year Conference form. The rationale text fields do **not** populate the Final Effectiveness Rating report, which serves as the End of Year Conference form. Only the scores from this form will populate the Final Effectiveness Rating Report.

Domain 3 Rationale Captured PRIOR to Mid-Year Conference:

Domain 3 Rationale Captured AFTER Mid-Year Conference:

Step 4: To save the information entered without finalizing it, use the Save or Save and Notify button. Save and Notify allows one evaluator to send an email to another evaluator with access to view the form. When the form is ready to be submitted and shared with the Teacher electronically, the Evaluator will scroll to the bottom of the form and click “Submit”.

Step 5: After the form has been acknowledged by the Teacher, finalize the form in the “My Caseload” tab by clicking the thumbs up to the right of the form. The status will change to “Complete”

Reviewing and Finalizing the Final Effectiveness Rating Report

*The EPSS will automatically calculate and display the following ratings for the Teacher: PP Rating, PF Rating, PPxPF Score, SLO Rating, Student Learning Score and Final Effectiveness Rating. These scores and ratings will display on the Final Effectiveness Rating Report. With the exception of an optional comments field, **the Evaluator will not need to enter any new information on the Final Effectiveness Rating Report. All ratings and scores on the Final Effectiveness Rating Report are calculated automatically by the EPSS when the forms that populate them are completed. The purpose of this report is to serve as a reference tool and summative report for the Evaluator and (after it is submitted and finalized by the Evaluator) for the Teacher.***

Step 1: The Evaluator will open the Final Effectiveness Rating Report by opening the “End of Year” component on the “My Caseload” tab and clicking on the Final Effectiveness Rating Report form icon

Step 2: Review the sections of the Final Effectiveness Rating Report (sections described below)

The Professional Practice Rating Section combines the component scores entered on the Classroom Observation forms that have been SUBMITTED by the Evaluator in the system to calculate a PP Rating.

Note- The EPSS will automatically calculate and display a Professional Practice rating as long as there is at least one completed and submitted classroom observation form. As a reminder, for the 2012-13 school year, all teachers are required to have at least three classroom observations.

Teacher Performance

Professional Practice

Professional Practice Component Score Report

Component	Classroom Observation #1	Classroom Observation #2	Classroom Observation #3	AVERAGE
2a: Creating an Environment of Respect and Rapport	1	2	4	2.3
2b: Establishing a Culture for Learning	1	3	3	2.3
2c: Managing Classroom Procedures	1	2	2	1.7
2d: Managing Student Behavior	1	3	1	1.7
3a: Communicating with Students	1	1	4	2
3b: Using Questioning and Discussion Techniques	1	4	3	2.7
3c: Engaging Students in Learning	1	1	3	1.7
3d: Using Assessment in Instruction	1	4	4	3
TOTALS:				17

PP Rubric Score Report

PPcalc: 17

Rating

Emerging

Score

17

Professional Practice

- Exemplary
29 - 32
- Proficient
22 - 28
- Emerging
15 - 21
- Unsatisfactory
8 - 14

The Professional Foundations Section calculates a PF rating based on the component scores entered on the Professional Foundations Notes form after it has been SUBMITTED by the Evaluator.

Professional Foundations

PF Component Score Report

Component	PF Scoring Form for Building Administrators
PF1: Understand and participates in school/district-based initiatives and activities	3
PF2: Solicits, maintains records of, and communicates appropriate information about students' behavior, learning needs, and academic progress	3
PF3: Acts on the belief that all students can learn and advocates for students' best interests	1
PF 4: Works toward a safe, supportive, collaborative culture by demonstrating respect for everyone, including other educators, students, parents, and other community members in all actions and interactions	1
PF 5: Acts ethically and with integrity while following all school, district, and state policies	1
PF 6: Engages meaningfully in the professional development process and enhances professional learning by giving and seeking assistance from other educators	3
TOTALS:	12

PF Rubric Score Report

Rating

Meets Expectations

Score

12

PF Composite Score

- Exceeds Expectations
17 - 18
- Meets Expectations
12 - 16
- Does Not Meet Expectations
6 - 11

The Professional Practice x Professional Foundations section calculates the PPxPF score. If the PP and/or PF sections above do not have ratings yet, the PPxPF score field will be blank

Professional Practice x Professional Foundations					
PP x PF Matrix					
Professional Foundations	Professional Practice				
		Exemplary	Proficient	Emerging	Unsatisfactory
	Exceeds Expectations	4	4	2	2
	Meets Expectations	4	3	2	1
Does Not Meet Expectations		2	2	1	1
PP x PF Score: 2					

The Student Learning section displays the calculated SLO rating based on the individual SLO scores. The Student Learning Objective Rating and Student Learning Score fields will be blank until the SLOs have been scored and the SLO scoring form has been SAVED by the Evaluator.

Student Learning

Student Learning

Improving Student Literacy

Identifying U.S. States

Final

Exceeded

Exceeded

Exceptional Attainment

Student Learning Matrix

Student Learning

Exceptional Attainment

Full Attainment

Partial Attainment

Minimal Attainment

4

3

2

1

Student Learning Score: 4

The Final Effectiveness Rating section displays the Final Effectiveness Rating matrix. The final rating field will be blank until both the PPxPF and Student Learning Scores have been calculated.

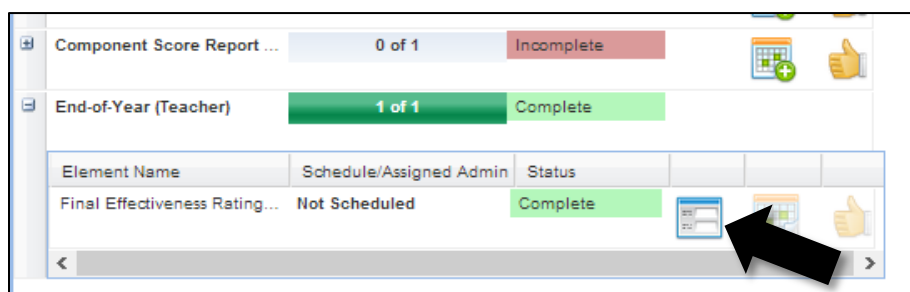
Final Effectiveness					
Final Effectiveness Rating					
PP x PF	Student Learning				
	4	3	2	1	
	4	HE	E	D	D
	3	HE	E	D	D
	2	E	E	D	I
	1	D	D	I	I
Final Effectiveness Rating: E					
Rating					
Effective					
Final Effectiveness Rating					
<div>HE: Highly Effective</div> <div>E: Effective</div> <div>D: Developing</div> <div>I: Ineffective</div>					

Step 4: When the form is ready to be submitted and shared with the teacher electronically, scroll to the bottom of the form and click “Submit”.



The screenshot shows the bottom of an "Educator Acknowledgement" form. The title bar is orange with the text "Educator Acknowledgement". Below it, in parentheses, is "(To be completed by the teacher)". A red text block states: "I have read this form and have had an opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent electronic signature. My signature does not signify agreement or disagreement." At the bottom, there is a row of buttons: "Submit" (with an upward arrow icon), "Save" (with a floppy disk icon), "Save & Notify" (with an envelope icon), "Reset" (with a circular arrow icon), "Print" (with a printer icon), and "Comment" (with a speech bubble icon). A large black arrow points to the "Submit" button.

Step 5: After the form has been acknowledged by the teacher, finalize the form in the “My Caseload” tab by clicking the thumbs up to the right of the form. The status will change to “Complete”



The screenshot shows the "My Caseload" tab with a table of items. The first row is "Component Score Report ..." with a status of "0 of 1" and "Incomplete". The second row is "End-of-Year (Teacher)" with a status of "1 of 1" and "Complete". Below the table is a detailed view for "Final Effectiveness Rating..." with a status of "Not Scheduled" and "Complete". To the right of this row are three icons: a calendar, a thumbs up, and a thumbs down. A large black arrow points to the thumbs up icon.

Element Name	Schedule/Assigned Admin	Status
Component Score Report ...	0 of 1	Incomplete
End-of-Year (Teacher)	1 of 1	Complete
Final Effectiveness Rating...	Not Scheduled	Complete